

EQUALITY, DIVERSITY AND INCLUSION POLICY

Policy Statement

At the Academy, we value diversity and the different perspectives people from different backgrounds bring to their work and to the engineering profession. It is the Academy's policy to ensure that no Fellow or candidate for Fellowship, award or grant applicant or recipient, job applicant or employee, visitor or event participant is disadvantaged or receives less favourable treatment because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation or marriage and civil partnership.

Everyone at the Academy has a role to play in ensuring individuals are valued, treated with dignity and respect and that discrimination does not occur. Every member of staff is responsible for ensuring they read and implement relevant policies, objectives and working practices linked to equality of opportunity and diversity to ensure that all Fellows, candidates for Fellowship, award or grant applicants or recipients, job applicants and employees, visitors and event participants are accorded equality of opportunity at all stages of engagement with the Academy.

The Academy will provide training and guidance to all staff and to Fellows on committees to ensure adherence to this policy. It will tackle barriers to participation and create a culture in which equality of opportunity is a priority for all Fellows, staff, applicants for grants and awards and others who engage with the Academy.

Aims of this Policy

The Royal Academy of Engineering recognises and values people's differences and will assist them to use their talents to reach their full potential.

The Academy will do all it can to ensure it recruits, trains and promotes people based on qualifications, experience and abilities for all roles within the organisation. It will also ensure that the best candidates are nominated to the Fellowship, and that awards and grants are allocated on the basis of clear and transparent criteria - regardless of personal characteristics or background.

This policy is designed to ensure that the Academy complies with its obligations under equality legislation and demonstrates commitment to treating people fairly by identifying and removing any unnecessary barriers to participation.

The Academy is unreservedly opposed to any form of discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership,

pregnancy and maternity, race, religion or belief, sex and sexual orientation (defined as Protected Characteristics in the Equality Act 2010).

Using fair and objective selection, recruitment and employment practices, the Academy aims to ensure that:

- All employees and potential employees are treated fairly and with respect at all stages of their employment.
- All employees, Fellows, grant and award applicants and recipients have the right to be free from harassment and bullying of any description, or any other form of unwanted behaviour. Such behaviour may come from other employees or Fellows or by people (third parties) who are not employees or Fellows of the Academy, such as delivery partners.
- All employees, Fellows, grant and award recipients have an equal chance to contribute and to achieve their potential, irrespective of any defining feature that may give rise to unfair discrimination.
- All employees, Fellows, grant and award recipients have the right to be free from discrimination because they associate with another person who possesses a Protected Characteristic or because others perceive that they have a particular Protected Characteristic, even if they do not.

Definitions of discrimination and other terminology in this policy can be found in Appendix A – Glossary of Terms.

Scope of the Policy

The policy applies to

- Fellows
- Candidates for Fellowship
- Award/grant applicants
- Award/grant recipients
- Job applicants
- Employees
- Volunteers
- Visitors
- Alumni
- Event applicants/participants
- Agency temps
- Students on work experience or placements
- Delivery Partners

The policy applies to all stages of employment, including recruitment and selection, promotion and training. It also applies all stages of award/grant application, event registration and nomination processes and throughout the period of the award/grant.

Responsibilities

Employees and Fellows of the Royal Academy of Engineering have a duty to act within this policy, ensure it is followed and to draw attention to any suspected discriminatory acts or practices.

Responsibility for promoting awareness of this policy and monitoring that it is being followed rests with the Chief Executive of the Academy.

Breaches of the Equality and Diversity Policy by employees

Breaches of this policy by employees will be dealt with under the Academy's disciplinary procedures.

Breaches of the Equality and Diversity Policy by Fellows, grant and award recipients

It is essential that Fellows, grant and award recipients conduct themselves in a way that enhances the Academy's reputation. Breaches of this policy by Fellows will be addressed in line with the Disciplinary Procedures and Code of Conduct for Fellows. Breaches by grant and award holders will be dealt in line with procedures for breaches by Fellows.

Employees, trustees, fellows and others are also personally liable under equality legislation for any act of unlawful discrimination.

Equality and diversity in practice

In implementing the policy, the Academy will carry out the following actions:

- Provide access to training and guidance for staff and Fellows on the implementation of this policy
- Use of selection criteria that does not unlawfully discriminate in recruitment and promotion procedures or unfairly disadvantage candidates for Academy Fellowship, awards and grants
- Require entry to employment and the Fellowship, and the allocation of awards/grants to be based on merit - with action taken to promote inclusive practices
- Not discriminating in opportunities for recruitment, training, promotion, nominations to the Fellowship, award or grant allocation.
- Ensure that every job applicant/employee is only assessed according to his or her personal capability to carry out a given job/role
- Ensure that every candidate for Fellowship is assessed fairly and on merit
- Ensure that all employees are given equal treatment with regard to terms and conditions of employment, provided they do the same or broadly similar work, or work of equal value
- Ensure equal opportunities and non-discrimination in the operation of grievance and disciplinary procedures
- Ensure that all relevant requirements of the Equality Act in relation to disability are met and adhered to. This will include making reasonable adjustments to ensure access to employment opportunities, grants, awards and nomination to the Fellowship.
- Ensure that any amendments to any legislation relating to discrimination are met and adhered to.

Implementation of the policy

All staff and Fellows will be involved in creating an environment that values equality and diversity.

Communication

Communication of the policy to job applicants and employees through:

- Making available a copy of the policy to prospective applicants
- Ensuring all new starters have the opportunity to discuss the policy with line managers/ colleagues
- Making use of team meetings to discuss the policy and defining areas where practice could be improved
- Providing non-discrimination selection training for managers who are recruiting
- Providing Equality and Diversity training and guidance to staff and Fellows
- Including reference to abiding by the policy in staff terms and conditions/ volunteer agreements
- Incorporating specific responsibilities into job/role descriptions

Communication of the policy to Fellows through:

- New Fellows briefing
- Fellows intranet site
- Providing Equality and Diversity briefings training and guidance to all staff and Fellows

Working with partners

In selecting our partners we will consider their commitment to Equality and Diversity by:

- Asking to see their policy
- Asking what they do in practice, including the monitoring of their policy

Monitoring the policy

This policy will be monitored to judge to what extent it is working and identify areas for improvement. Anonymised diversity data will be collected in relation to the following groups:

- Fellows
- Candidates for Fellowship
- Award/grant applicants
- Award/grant recipients
- Job applicants
- Employees
- Event applicants/participants

Relevant teams across the Academy will regularly review and analyse monitoring data and take appropriate action, where necessary, to ensure the Academy achieves the aims of this policy.

Reporting discrimination /potential discrimination

Employees who feel that they have suffered any form of discrimination should raise the issue with their line manager in the first instance. If this is not

appropriate or does not resolve the matter, all employees can use the Academy's Grievance Procedures to address issues relating to equality and diversity.

Fellows (or candidates for Fellowship), grant and award applicants and recipients who feel that they have suffered any form of discrimination should raise the issue with the member of Academy staff responsible for overseeing the particular area of work or activity.

Fellows and employees should also use the approach above if they feel they have been the subject of harassment from someone who is not an employee or Fellow of the Academy. The Academy will not tolerate any harassment from third parties towards its employees or Fellows and will take appropriate action to prevent it happening again.

If an employee or Fellow witnesses behaviour that they find offensive in relation to age, marriage or civil partnership, pregnancy and maternity, disability, gender reassignment, race, religion or belief, sex and sexual orientation, even if it is not directed at them they should also use this procedure.

Review

This policy will be regularly reviewed every three years by Academy HR, in consultation with the Diversity Team, to ensure it remains up to date and reflects the needs and practices of the Academy.

The policy may also be reviewed if legislation changes or if monitoring information suggests that policy or practices should be altered.

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Appendix A – Glossary of Terms

Term	Meaning
Equality Act 2010 and 'Protected Characteristics'	<p>The Equality Act 2010 describes 'protected characteristics' as:</p> <ol style="list-style-type: none"> 1. Age: young through to old people; 2. Disability: including long term health conditions that impact on the capacity to work; 3. Ethnicity/race: for example black, Asian and minority ethnic groups; 4. Gender reassignment: people transitioning from one sex to another; 5. Pregnancy and maternity/paternity: ensuring appropriate treatment for women returning to work, or for men wanting to take paternity leave; 6. Marital or civil partnership status; 7. Religion and belief: including people who have no religion or belief; 8. Sex: women, men and transgender people; and 9. Sexual orientation: Lesbian, Gay, Bi-sexual or Straight
Direct discrimination	<p>This is when an employee or applicant is treated less favourably than someone else because of their:</p> <ul style="list-style-type: none"> • sex • marriage or civil partnership • gender reassignment • pregnancy and maternity leave • sexual orientation • disability • race • religion or belief • age <p>and that there is no genuine occupation requirement for it.</p> <p>People also must not be discriminated against because they are on a part time or fixed term contract</p>
Indirect discrimination	<p>This is where there is a working condition, practice or rule that disadvantages one group of people more than another. In other words it is more difficult for people from one group to comply with the requirement. Even if it is done accidentally indirect</p>

	discrimination is unlawful. Indirect discrimination is only allowed if it is necessary for the way the business works, and there is no other way of achieving it.
Genuine occupation requirement/qualification	A term used in the context of discrimination legislation relating to sex, race, religion or belief, age and sexual orientation, where an employer is allowed to discriminate in recruitment, transfers, training or dismissal, if the employer can prove that a genuine occupational requirement (GOR) or, in the case of sex or race, genuine occupational qualification (GOQ) exists.
Discrimination arising from disability	This is where a disabled person is treated unfavourably because of something connected to their disability where it cannot be objectively justified. This only applies where the organisation knew or could reasonably be expected to know that the person was disabled.
Associative Discrimination	This is where someone is treated worse than someone else because they are associated with someone with a protected characteristic.
Perceptive Discrimination	This is where someone is treated worse than someone else because there has been an incorrect assumption that they have a protected characteristic. This applies even if the person does not possess the characteristic.
Third Party Harassment	This is where an employee is harassed by a third party who is not an employee eg volunteers or service users. The organisation becomes liable if it has happened on at least two occasions, that it is aware that it took place and have not taken steps to prevent it happening again.